

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

**23**

**August 5, 2003**

**FROM: KEN A. MILLER, Director**  
Department of Public Works - **Transportation and Flood Control**

**SUBJECT: REQUEST FOR PROPOSAL FOR CONSTRUCTION CONTRACT MANAGEMENT  
SERVICES FOR PROJECTS**

**RECOMMENDATION:** On behalf of the County and acting as the governing body of the Flood Control District, approve issuance of a Request for Proposal (RFP) for construction contract management services for future road and flood control projects.

**BACKGROUND INFORMATION:** Presently, the Department has many projects scheduled to commence construction in the next several years. Due to many other ongoing contract construction projects, the capability of the Department's contract management and inspection staff is sometimes exceeded. Therefore, in order to eliminate unnecessary delays in project construction, the Department desires to solicit, through the RFP process, the services of qualified and experienced firms to assist in the performance of contract management services during peak workload periods. Specifically, these services will include project inspection, materials testing and in some cases construction surveying. Currently, contracts for construction management services are recommended to the Board for approval based on the results of an RFP approved by the Board on September 19, 2000. Contracts for construction management services are recommended for approval by the Board on a project-by project basis, as the need occurs. This RFP will result in an up-dated list of qualified firms to provide construction contract management services when Department staff is not available.

A committee of knowledgeable persons from the Department and the Board will review the proposals received and will make recommendations to the Board. Selection will be based on several factors including but not limited to professional qualifications of key personnel; project references; experience of the firm in contract management; and accessibility of the firm's main office resources to construction sites located in the County. Multiple firms may be selected for contracting, with the firms selected being used on a rotation basis. The deadline for submittal of proposals will be 4:00 P.M., September 17, 2003. Board approval to issue the RFP is required in accordance with County Policy 11-05.

**REVIEW BY OTHERS:** This item was reviewed by Chief Deputy County Counsel Rex A. Hinesley on July 24, 2003 and by the County Administrative Office (Tom Forster, Administrative Analyst) on July 24, 2003.

**FINANCIAL IMPACT:** Issuance of this RFP has minimal financial impact. Contracts resulting from this RFP process will be presented to the Board for its consideration and approval. The Department included sufficient appropriations in its FY 2003/04 budget for contract management services.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this item and concurs with the Department's recommendation because contract management is required for a project and periodically staff is not available to perform these necessary services due to workload demands.

**SUPERVISORIAL DISTRICT(S):** ALL

**PRESENTER:** Ken A. Miller, 387-7906

Record of Action of the Board of Supervisors

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